

Do some browsers work better than others when using AT 2.0?

Yes. The site was designed and tested to work with Google Chrome. Users may experience problems with functionality if they are using a different browser.

Are there new user roles in AT 2.0?

Yes. AT 2.0 is a role based system. When you log onto the system you choose a role that suits the specific tasks you are there to perform. For example, logging on as a student allows you to sign-up for course offerings, view your training records, or take online courses. Logging on as a supervisor takes you to a different set of tasks you can perform, such as viewing your direct report's upcoming training requirements. AT 2.0 gives you the option to sign on as a specific role so that you only have to see the functionality that specifically applies to the tasks you need to perform. It gets rid of the clutter and lets you focus on what's important right now.

What roles are available to users?

Below is a basic description of each of the roles available in AT 2.0:

- ☐ Student – any user whose purpose is to take aviation training
- ☐ Supervisor – users with direct reports in the system
- ☐ Unit Aviation Training Administrator (ATA) – a user that manages the aviation training needs for a specific local unit, such as a District Office, Field Office, Forest, Park, etc.
- ☐ Aviation Manager – a user that oversees the aviation training on a regional or national level. This user is usually equivalent to a Regional or National Aviation Manager.
- ☐ Instructor – qualified users that have completed the instructor certification process required by OPM 4 for DOI personnel or the IAT Guide for USFS personnel.
- ☐ Leadership – an executive level user that requires a dashboard of information to assess the overall health of an organization's aviation training.

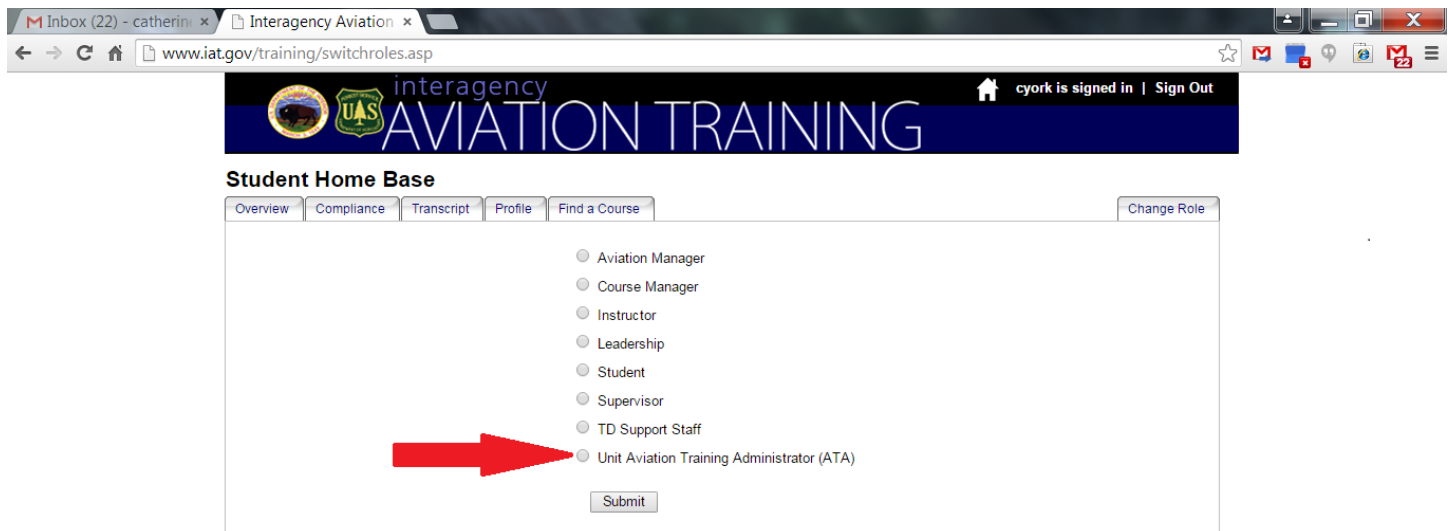
Can a user have more than one role in AT 2.0?

It is very common for a user that is a student to also have the role of aviation manager, supervisor or instructor. AT 2.0 allows you to toggle between all of your assigned roles easily. The purpose of the role segregation is to simplify the task decisions you make when using the system for a specific purpose. Student and Supervisor roles are created at sign-up. Other roles, such as Aviation Training Administrator, are assigned by your organization's management in conjunction with the OAS Training Division or the USFS National Aviation Training Manager.

How to utilize the Unit ATA Role:

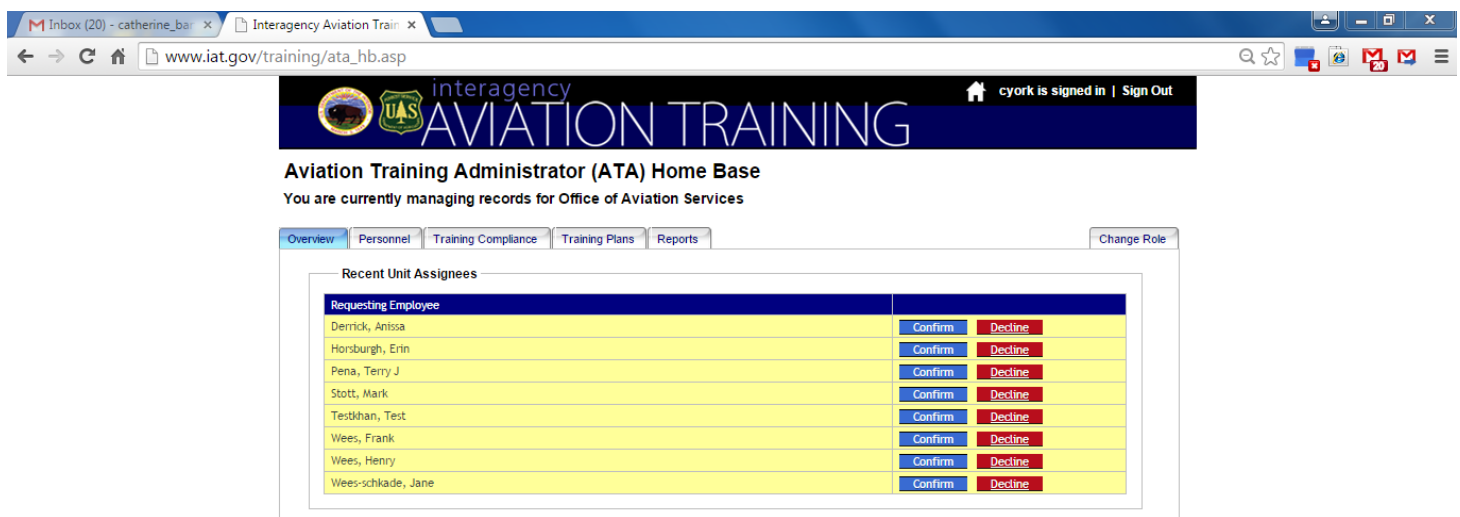
1. Navigate to the IAT Homepage **using Google Chrome as the web browser:** www.iat.gov.
2. Log in using your username and password. (Be sure to select a security question to facilitate your password reset should you ever have a change in email address.)
3. Select the role of Unit Aviation Training Administrator. (See Figure 1)

Figure 1



4. Select the Unit you wish to manage during the session. When the unit loads, the OVERVIEW tab will display "Pending Requests" for individuals that have selected your unit as their primary unit and are waiting for "Confirmation" from you. (See Figure 2)

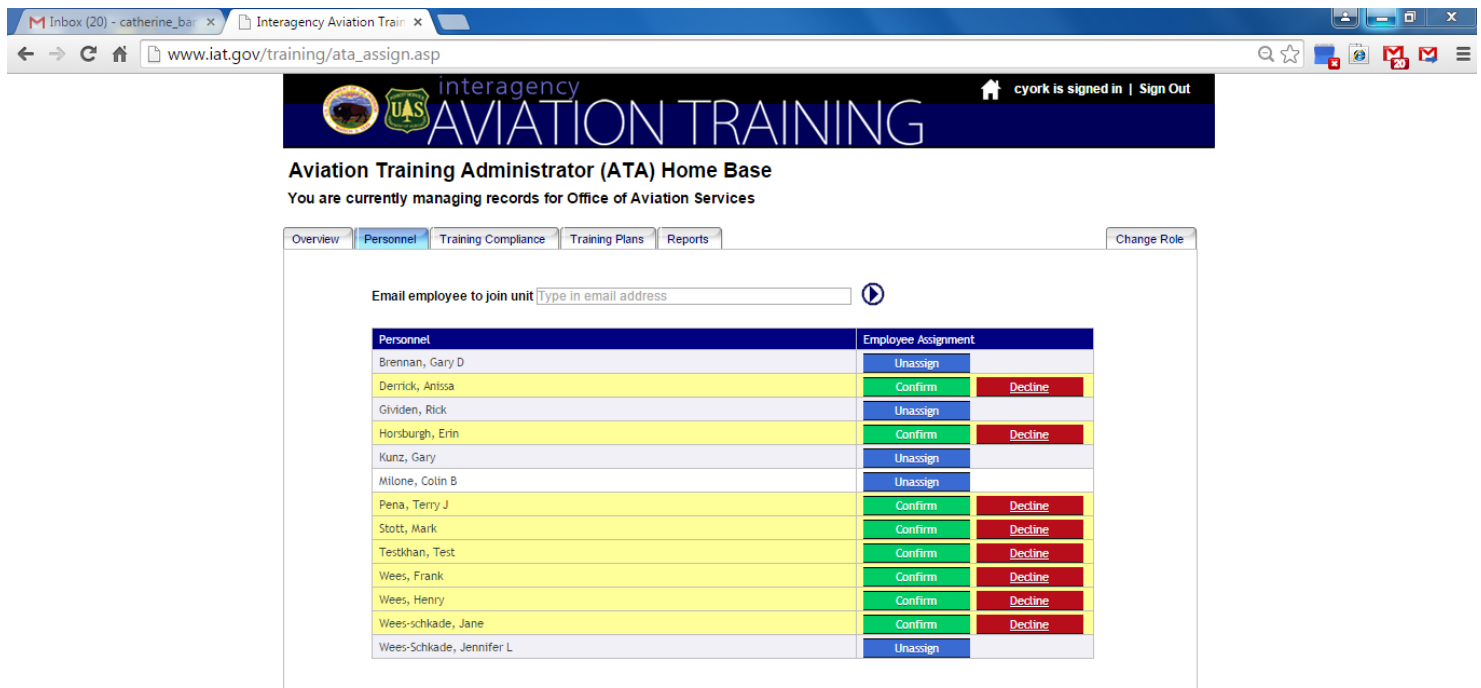
Figure 2



5. You'll want to either "Confirm or Decline" those individuals for your unit by selecting the appropriate tab to close the loop in the process.

6. Select the PERSONNEL tab to view the list of folks assigned to your unit. Everyone that shows your unit will be displayed. You may notice that some folks have moved on or retired that are displayed on the list. (See Figure 3)

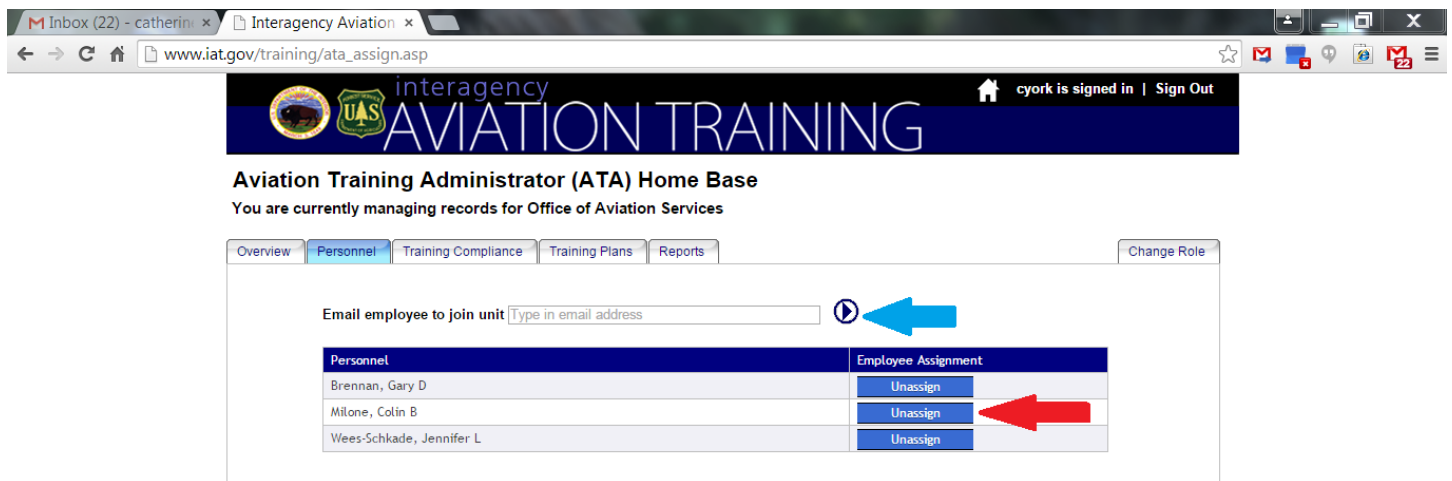
Figure 3



You can “Un-assign” them to your unit (see red arrow in Figure 4). This DOES NOT affect their profile or records. The system will prompt those users to correct/update their home unit upon their next log-in to the system.

You can also invite employees to join your unit that are not currently displayed on the list. By typing in their valid email address at the blue arrow location in Figure 4, a letter will be sent via email inviting them to join your unit.

Figure 4



7. To view compliance, please select the TRAINING COMPLIANCE Tab. A couple of notes about this tab: Compliance can be selected against various training plans as indicated with OPM-4.

www.iat.gov Unit Aviation Training Administrator Role

Course equivalencies granted as designated by OPM-4 are not currently functional in the system. Any indications of training out of compliance should have additional verification completed. (See Figure 5) An “Add Comments” box is available to document the verification that has been completed.

Some DOI bureaus may require training with a higher frequency of occurrence than OPM-4 which will not be reflected by display in the system. (Ex: USFWS and A-100 every 2 years)

<http://oas.doi.gov/library/opm/OPM-04.pdf>
http://www.iat.gov/docs/IAT_Guide_2014_0331.pdf

Figure 5

The screenshot shows the IAT system interface for a Unit Aviation Training Administrator. The user is logged in as 'cyork'. The main heading is 'Aviation Training Administrator (ATA) Home Base'. Below this, it states 'You are currently managing records for Office of Aviation Services'. The 'Training Compliance' tab is selected, showing details for a student named 'Glivden, Rick' and a training plan 'DOI Line Manager'. The status is 'Additional Verification Required'. A table lists course offerings, including 'Aviation Program Overview for Line Managers' (M2). A section for 'Additional Verification' contains a comment from 'R. Glivden' dated 4/16/2015, stating 'M2 equivalency verified by 9/17/2013 M3 completion.'.

Course Code	Title	Last Completed	Cert	Next Required	Status	Action
M2	Aviation Program Overview for Line Managers	N/A	N/A		⚠	View Offerings

Additional Verification
(R. Glivden 4/16/2015 2:48:24 PM)
M2 equivalency verified by 9/17/2013 M3 completion.

[Add Comment](#)

As a Unit ATA, you can assign training plans to individuals and register them for training. By clicking on the “View Offerings” tab, it will display all the listings for that course selected. (See Figures 6 and 7)

Figure 6

Interagency AVIATION TRAINING

cyork is signed in | Sign Out

Aviation Training Administrator (ATA) Home Base
You are currently managing records for Office of Aviation Services

Overview Personnel Training Compliance **Training Plans** Reports Change Role

Select an individual to assign training plans
Milone, Colin

Assigned training plans:

- ☒ Aircraft Member with Hazmat requirement
- ☐ Fixed-Wing Flight Manager
- ☐ Fixed-Wing Flight Manager - Special Use
- ☐ Helicopter Flight Manager
- ☐ Helicopter Manager - Resource
- ☐ Aviation Dispatcher
- ☐ Project Aviation Manager
- ☐ Aviation Manager
- ☐ DOI Supervisor
- ☐ DOI Line Manager
- ☒ DOI Pilot
- ☒ Aircraft Member

Submit

Figure 7

Interagency AVIATION TRAINING

cyork is signed in | Sign Out

[Student Home Base](#) > [Find A Course](#) > [Course List](#) > **Course Overview**

⚠ You are acting as a proxy for Brennan, Gary

Course Overview

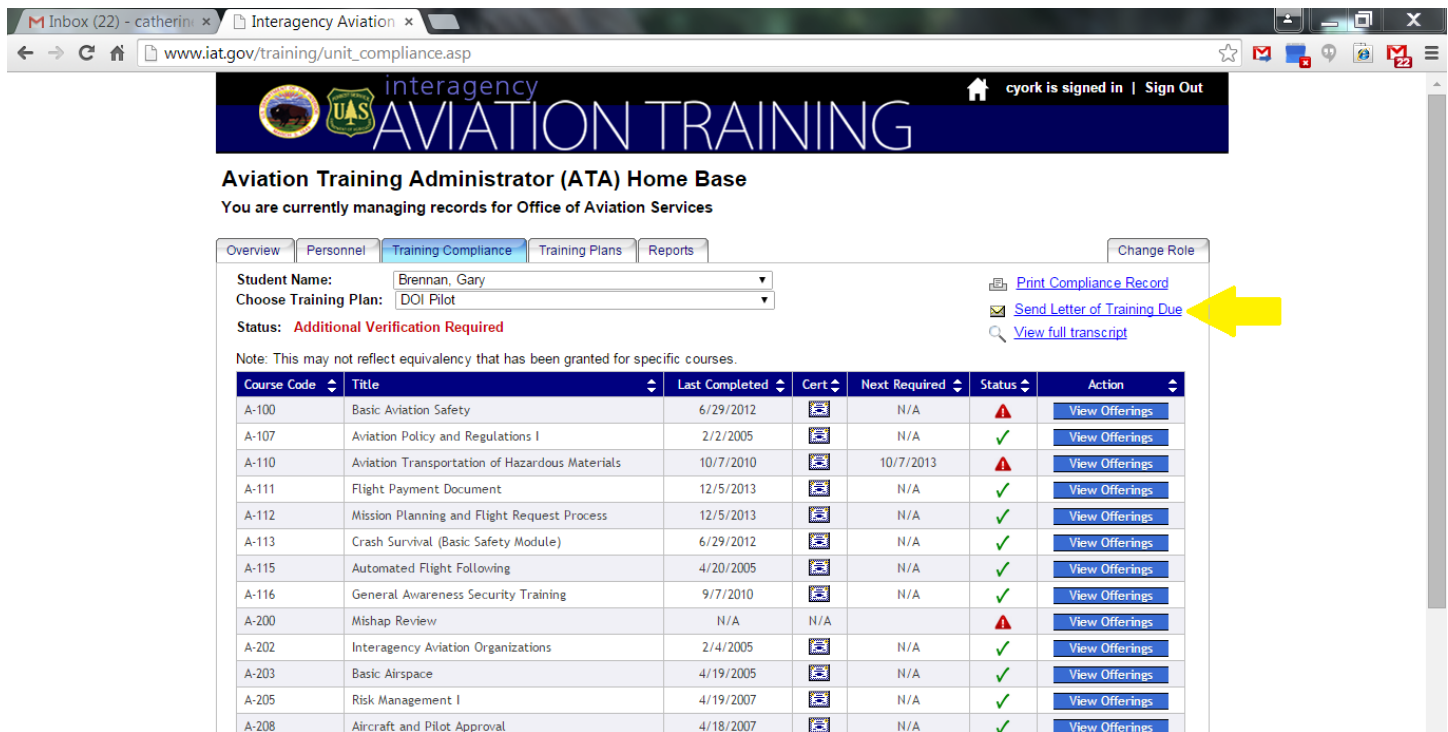
Course Code: A-100
Course Name: Basic Aviation Safety
Course Description: Revised Basic Aviation Safety (B-3) curriculum.
Primary Audience: All Aviation Users
Prerequisites:
Course Length: 5 Hours

Course Offerings:

Delivery Method	Start Date/Time	Location	Action
Online	On-Demand	www.iat.gov	Register
Residential Classroom	3/10/2015 13:00 PST		Register
Residential Classroom	3/10/2015 09:00 ADT		Register
Residential Classroom	3/23/2015 10:00 AKDT		Register
Residential Classroom	3/23/2015 09:00 AKDT	OAS Office Anchorage AK	Register
Residential Classroom	3/24/2015 09:00 MDT		Waitlist
Residential Classroom	4/3/2015 10:00 ADT	Old Oconaluftee Visitor Center Cherokee NC	Register
Residential Classroom	4/6/2015 13:00 AKST	Fairbanks Admin. Office Fairbanks AK	Register
Residential Classroom	4/23/2015 10:00 AKDT		Register

You can also send an email to the employee (a copy also goes to their supervisor) to identify upcoming training they need to take to be compliant with regards to the specific training plan identified. (See Figures 8 and 9)

Figure 8



Interagency AVIATION TRAINING

Aviation Training Administrator (ATA) Home Base
You are currently managing records for Office of Aviation Services

Overview | Personnel | **Training Compliance** | Training Plans | Reports | Change Role

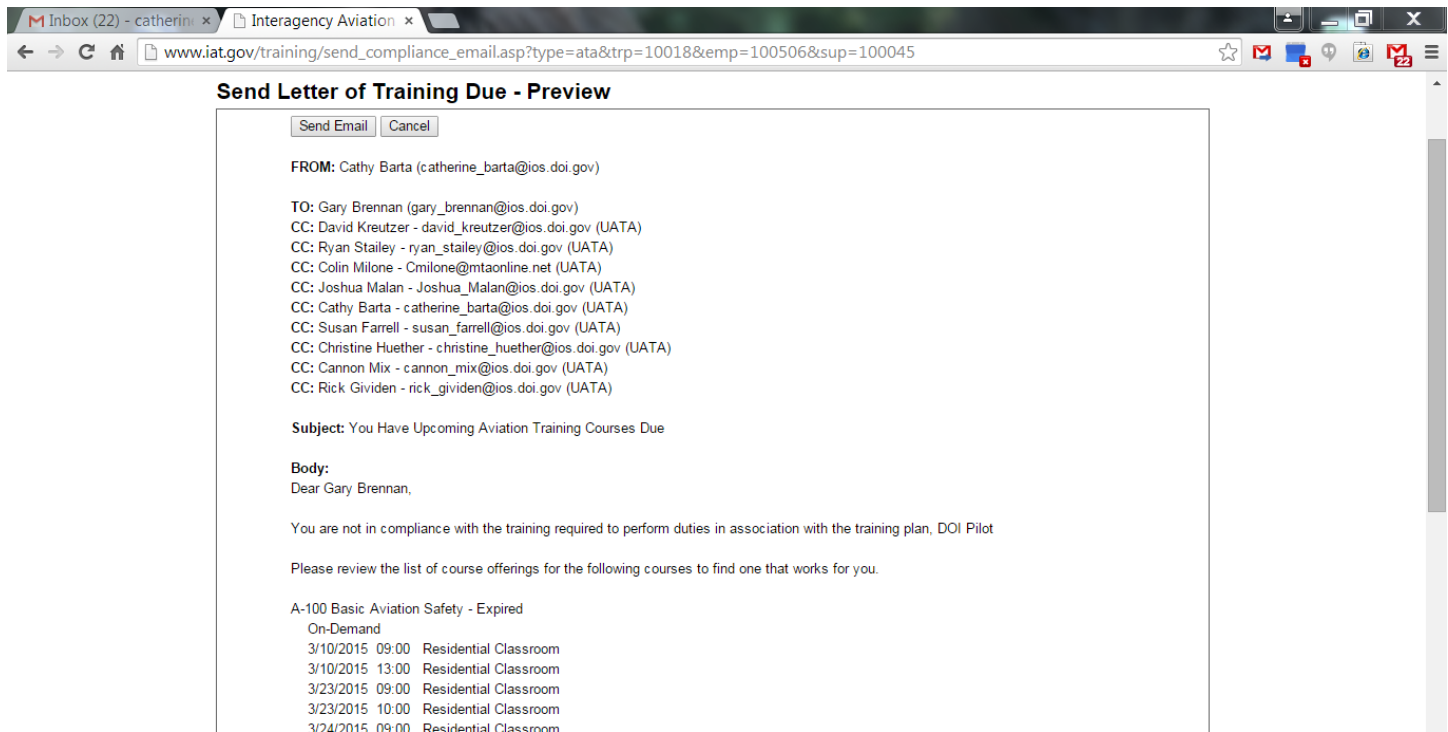
Student Name: Brennan, Gary
Choose Training Plan: DOI Pilot
Status: **Additional Verification Required**

Note: This may not reflect equivalency that has been granted for specific courses.

Course Code	Title	Last Completed	Cert	Next Required	Status	Action
A-100	Basic Aviation Safety	6/29/2012		N/A		View Offerings
A-107	Aviation Policy and Regulations I	2/2/2005		N/A		View Offerings
A-110	Aviation Transportation of Hazardous Materials	10/7/2010		10/7/2013		View Offerings
A-111	Flight Payment Document	12/5/2013		N/A		View Offerings
A-112	Mission Planning and Flight Request Process	12/5/2013		N/A		View Offerings
A-113	Crash Survival (Basic Safety Module)	6/29/2012		N/A		View Offerings
A-115	Automated Flight Following	4/20/2005		N/A		View Offerings
A-116	General Awareness Security Training	9/7/2010		N/A		View Offerings
A-200	Mishap Review	N/A		N/A		View Offerings
A-202	Interagency Aviation Organizations	2/4/2005		N/A		View Offerings
A-203	Basic Airspace	4/19/2005		N/A		View Offerings
A-205	Risk Management I	4/19/2007		N/A		View Offerings
A-208	Aircraft and Pilot Approval	4/18/2007		N/A		View Offerings

[Print Compliance Record](#)
[Send Letter of Training Due](#)
[View full transcript](#)

Figure 9



Send Letter of Training Due - Preview

[Send Email](#) [Cancel](#)

FROM: Cathy Barta (catherine_barta@ios.doi.gov)

TO: Gary Brennan (gary_brennan@ios.doi.gov)
CC: David Kreutzer - david_kreutzer@ios.doi.gov (UATA)
 Ryan Stailey - ryan_stailey@ios.doi.gov (UATA)
 Colin Milone - Cmilone@mtaonline.net (UATA)
 Joshua Malan - Joshua_Malan@ios.doi.gov (UATA)
 Cathy Barta - catherine_barta@ios.doi.gov (UATA)
 Susan Farrell - susan_farrell@ios.doi.gov (UATA)
 Christine Huether - christine_huether@ios.doi.gov (UATA)
 Cannon Mix - cannon_mix@ios.doi.gov (UATA)
 Rick Gividen - rick_gividen@ios.doi.gov (UATA)

Subject: You Have Upcoming Aviation Training Courses Due

Body:
 Dear Gary Brennan,

You are not in compliance with the training required to perform duties in association with the training plan, DOI Pilot

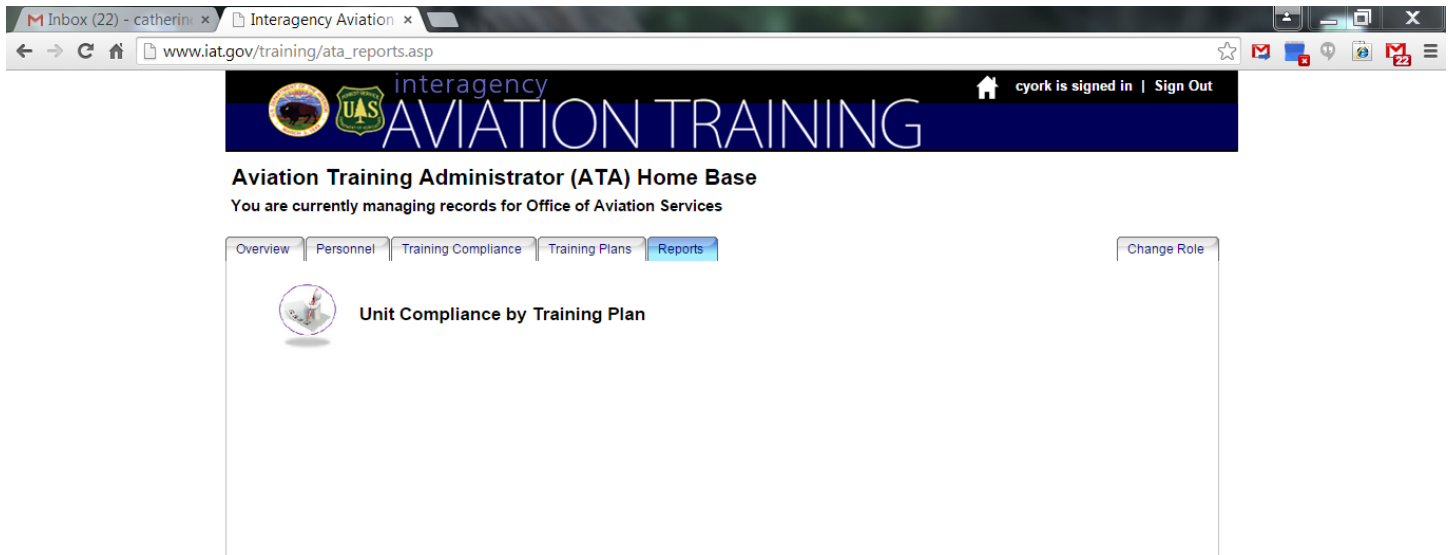
Please review the list of course offerings for the following courses to find one that works for you.

A-100 Basic Aviation Safety - Expired
 On-Demand
 3/10/2015 09:00 Residential Classroom
 3/10/2015 13:00 Residential Classroom
 3/23/2015 09:00 Residential Classroom
 3/23/2015 10:00 Residential Classroom
 3/24/2015 09:00 Residential Classroom

Training Plan NOTE: Training Plans CAN be customized for individual units. The Interagency Aviation Training (IAT) Subcommittee is currently working on a set of business practices for those types of plans. To customize a training plan, you'll need to identify the required classes and the currency required for each.

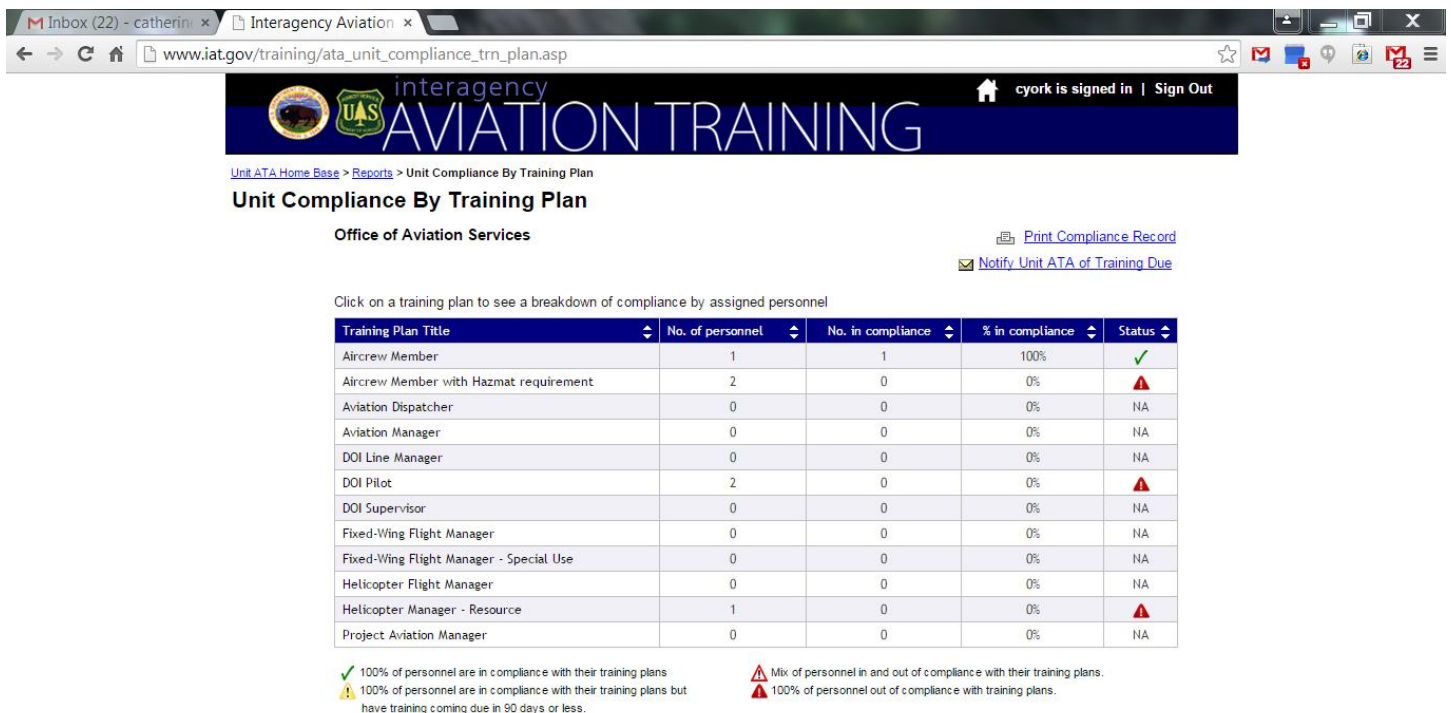
8. Reports are available to view related to Unit Compliance. These are the same reports that the Aviation Manager Role can view. (See Figure 10)

Figure 10



By clicking on “Unit Compliance by Training Plan”, you’ll see the following and can select a specific plan to view compliance (See Figure 11):

Figure 11



By clicking on the specific training plan such as “Aircrew Member with Hazmat Requirement”, you’ll see which specific individuals comprise the number that is being displayed (See Figure 12):

Figure 12

The screenshot shows the 'Training Plan Compliance by Personnel' page. The unit is 'Office of Aviation Services' and the selected training plan is 'Aircrew Member with Hazmat requireme'. A table lists two personnel: Colin Milone and Gary Brennan, both with red triangle compliance icons. A legend explains the icons: green checkmark for 100% compliance, yellow triangle for 100% compliance with training due in 90 days or less, and red triangle for 1 or more courses out of compliance.

Name	Compliance
Colin Milone	⚠
Gary Brennan	⚠

100% of courses are in compliance with the training plan
100% of courses are in compliance with their training plans but one or more have training coming due in 90 days or less.
1 or more courses are out of compliance with the training plan.

And by clicking on the individual names, you'll see specifically what they need to be in compliance or what additional verification is required (See Figure 13).

Figure 13

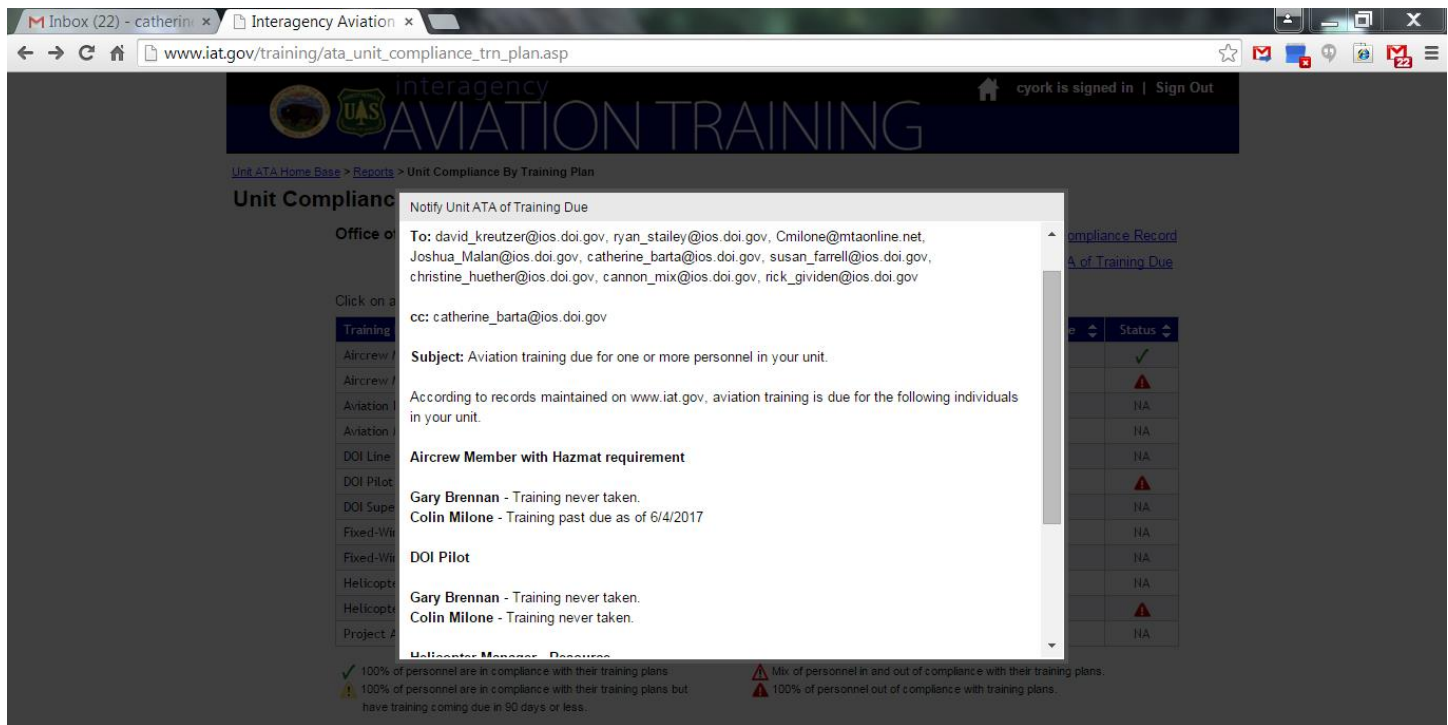
The screenshot shows the 'Aviation Training Administrator (ATA) Home Base' page. The user is managing records for the 'Office of Aviation Services'. The 'Training Compliance' tab is selected, showing details for 'Milone, Colin' under the 'Aircrew Member with Hazmat requirement' training plan. The status is 'Additional Verification Required'. A table lists four courses: A-100 (Basic Aviation Safety), A-110 (Aviation Transportation of Hazardous Materials), A-116 (General Awareness Security Training), and A-200 (Mishap Review). The status for A-110 is 'Enrolled' with a red triangle, while the others are 'In compliance' with green checkmarks. A legend explains the status icons: green checkmark for 'In compliance', green triangle for 'In compliance due to equivalency granted for obsolete B3 curriculum courses', yellow triangle for 'One or more courses are coming due in < 90 days', and red triangle for 'Additional Verification Required. Required courses may not be completed or equivalent courses may need to be verified.'

Course Code	Title	Last Completed	Cert	Next Required	Status	Action
A-100	Basic Aviation Safety	6/4/2014	📄	6/4/2017	✓	View Offerings
A-110	Aviation Transportation of Hazardous Materials	12/14/2010	📄	12/14/2013	⚠	Enrolled
A-116	General Awareness Security Training	6/11/2012	📄	N/A	✓	View Offerings
A-200	Mishap Review	7/8/2013	📄	7/8/2016	✓	View Offerings

In compliance
In compliance due to equivalency granted for obsolete B3 curriculum courses.
One or more courses are coming due in < 90 days
Additional Verification Required. Required courses may not be completed or equivalent courses may need to be verified.

You can also send a Letter of Training Due for the Unit ATA from the Report page as well (See Figure 14).

Figure 14



The Unit ATA is one of the most critical roles in the system. The developers are in the process of working on the business rules to facilitate the data transfer between IQCS and the AT 2.0 systems. A comments box is in the process of being built to accommodate remarks when "Additional Verification Required" is indicated, so once the UATA has verified, it will be documented for future use.

For comments, suggestions or questions regarding the Unit ATA role or the IAT system, please submit an email to: IAT_admin@ios.doi.gov. All entries are logged and tracked.